Figure 3: Calc main window

Title bar

The Title bar, located at the top, shows the name of the current spreadsheet. When the spreadsheet is newly created, its name is Untitled X, where X is a number. When you save a spreadsheet for the first time, you are prompted to enter a name of your choice.

Menu bar

Under the Title bar is the Menu bar. When you choose one of the menus, a list of options appears. You can also modify the Menu bar, as explained in Chapter 14, Setting up and Customizing.

- **File** – contains commands that apply to the entire document, such as **Open**, **Save**, **Wizards**, **Export as PDF**, **Print**, **Digital Signatures**, **Templates**.

- **Edit** – contains commands for editing the document, such as **Undo**, **Copy**, **Find and Replace**, **Track Changes**.

- **View** – contains commands for modifying how the Calc user interface looks, such as **Toolbars**, **View Headers**, **Full Screen**, **Zoom**.

- **Insert** – contains commands for inserting elements into a spreadsheet, such as **Image**, **Chart**, **Text Box**, **Headers and Footers**.

- **Format** – contains commands for modifying the layout of a spreadsheet, such as **Cells**, **Page**, **AutoFormat Styles**, **Align**.

- **Styles** – contains options for applying and managing styles, such as **Heading 1**, **Footnote**, **Manage Styles**.

- **Sheet** – contains commands for inserting and deleting elements and modifying the entire sheet, such as **Delete Rows**, **Insert Sheet**, **Rename Sheet**, **Navigate**.

- **Data** – contains commands for manipulating data in your spreadsheet, such as **Define Range**, **Sort**, **AutoFilter**, **Consolidate**, **Statistics**.